

MARION COUNTY JOB DESCRIPTION

Position Title: Game Manager

Department: Athletics

Reports to: Superintendent designee

Approved by: Marion County Board of Education

Date: May 2025

SUMMARY: Responsible for providing safe and well-organized sports events for the athletes and event attendees by preparing and managing event logistics.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Visible and available to event participants.
- Ensures gym/field/course is ready for play and venue is clean and safe.
- Collaborates with coaches, volunteers, and officials to ensure they are informed of assigned tasks.
- Familiar with each school's emergency procedures and ensures the safety of all participants and attendees.
- Enforces district regulations and guidelines for the contest being played.
- Collaborates with athletics director to schedule event workers, security personnel, and other necessary personnel.
- Oversees ticket sales and ensures accurate record-keeping.
- Welcomes officials, coaches, athletes, attendees and addresses any issues.
- Notifies appropriate personnel of all conduct incidents and emergency situations.
- Handles team equipment and ensures all offices, restrooms and other areas are prepared for and secured after the event.
- Monitors and assists in the management of athletes and attendees. Ensures all are in appropriate areas and respectful to the facilities and others at the event.
- Assists with set-up and take-down for practices and events per the direction of the principal and/or athletics director.
- Returns all keys, radios, etc. to the appropriate areas.
- Completes all coach requirements regarding sports safety including CPR and AED certification and the KHSAA Sports Safety Course as well as MCPS Safe Schools required trainings.
- Meets with athletics director regularly to discuss plans for athletics.

SUPERVISORY RESPONSIBILITIES: Ensures that all students meet all academic eligibility requirements and sports safety requirements including sports physicals, parent/guardian consent, and student accident insurance coverage and limits. Carries out responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable*

accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); and related experience and/or training recommended.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS: Ability to use technology to support athletics; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is to sit, walk and stand; travel from building to other sites. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions

of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually not quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.